HEALTH INSURANCE OPEN ENROLLMENT
(PR-PER-7)

NOVEMBER 2004

VERSION (7.0)

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HEALTH INSURANCE OPEN ENROLLMENT

OVERVIEW

After all the preparatory tasks have been completed in MUNIS, information on the health plan selected by each employee may be entered in the MUNIS Health Insurance System. This process differs from entering or updating employee Health Insurance Enrollment records after open enrollment ends. For information on that process, refer to the document ***Maintaining Health Insurance Enrollment Records***.

NOTE: ***Before entering the open enrollment records, we suggest reviewing these instructions in order to determine the Carrier Codes and the Level used for each employee. Write the employee number and Carrier and Level code on each employee's open enrollment application for faster processing.***

Checklist for Entering Employees in the Health Insurance System During Open Enrollment

1. Add any new health insurance vendors and corresponding Master Deduction Numbers. Update the Health Insurance Parameter Table to allow entry. Update the Insurance Rate Table if the defaulted deduction numbers are not the same as in your district.
2. There are two options for adding the 2005 Calendar Year records. The first is to Global-Copy Health Insurance Enrollment records from Calendar 2004 records. All of the records will still need to be updated because all of the carrier codes and level codes are new for CY 2005. The second option is to add each record individually.
3. If the Global-Copy option is used, update each employee's Health Insurance record that is created with the Global-Copy. Then, enter Health Insurance Enrollment records for new employees not previously in the Health Insurance System.
4. If Global-Copy option is not selected, add an enrollment record for each employee application received using the new carrier codes and the new level codes.
5. Generate available reports to review the accuracy of employee Health Insurance Enrollment records.
    a) Update records for all employees with coverage changes.

        NOTE: For Calendar Year 2005 Health Insurance Records, all carrier codes are different than the carrier codes for

Calendar Year 2004 Health Insurance Records so all records will be updated if Global-Copy is used.

b) Delete records for employees no longer enrolled in Health Insurance.

Do not complete the following step until all employee insurance information has been entered, the last payroll has been completed for last year's rates and the last 2004 remittance file submitted.

6. Create new employee health insurance deductions using the **Z=Update-Deds** function in the MUNIS Health Insurance System.
7. Purge all enrollment records with a date less than 01-01-2005.

ADDING VENDOR RECORDS

All districts must create a vendor record for the flexible spending vendor if that vendor is different from any previous years. Districts must also create vendor records for all health insurance providers used by district employees that have not been used in the past. Since the vendor number is entered on the Master Deduction Record, it must be created before creating Master Deductions. The flexible spending account vendor must also be created prior to adding any Employee Health Insurance records. See the ***Setting Up Vendor Records*** document in the ***MUNIS Accounts Payable User Guide*** for instructions on adding new vendors.

NOTE: ***When entering the Flexible Spending Plan Vendor, use the Vendor number assigned by the Division of Finance.***

The Division of Finance assigns the Flexible Spending Vendor Number that the district is to use. If the vendor number assigned for your flexible spending account is already in use, you will need to make that number available for your flexible spending account.

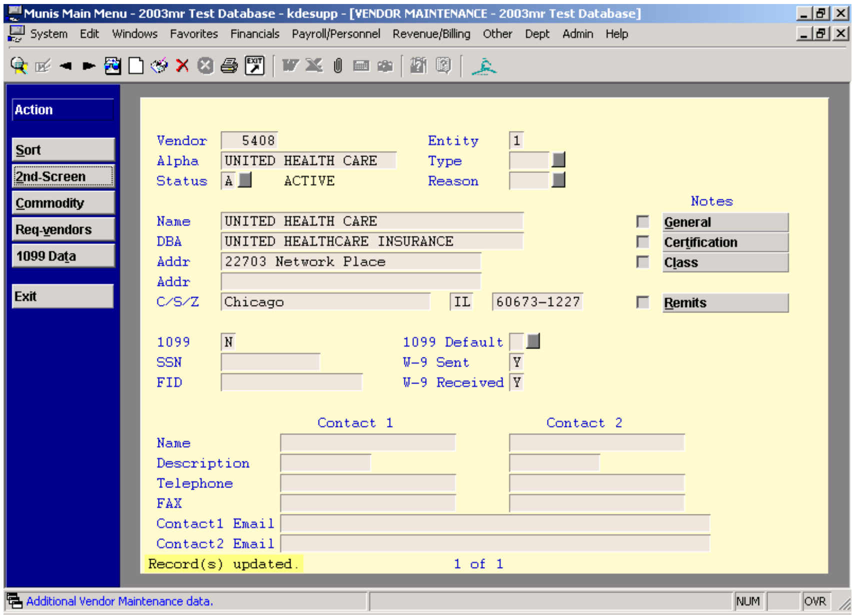
Freeing up a vendor number to use for the flexible spending account is a three-step process. The steps are:

1. Creating a new vendor record.
2. Merging the existing vendor history into that new record.
3. Adding a new vendor record using the assigned flexible spending vendor number (the number that was previously in use).

The ***Setting Up Vendor Records*** document in the ***MUNIS Accounts Payable User Guide*** contains instructions for all three of these steps.

NOTE: ***These vendor numbers will be needed when entering master deduction records and when entering information into the MUNIS Health Insurance System.***

For Calendar Year 2005, there is a new Carrier, United Healthcare. School Districts in Region 3 and Region 6 must add a new vendor number. See the screen below for the address to be used.


Munis Main Menu - 2003mr Test Database - kdesupp - [VENDOR MAINTENANCE - 2003mr Test Database]
System
Edit
Windows
Favorites
Financials
Payroll/Personnel
Revenue/Billing
Other
Dept
Admin
Help
Action
Sort
2nd-Screen
Commodity
Req-vendors
1099 Data
Exit
Notes
General
Certification
Class
Remits
NUM
OVR

Vendor 5408
Alpha UNITED HEALTH CARE
Status A ACTIVE
Entity 1
Type
Reason
Name UNITED HEALTH CARE
DBA UNITED HEALTHCARE INSURANCE
Addr 22703 Network Place
Addr
C/S/Z Chicago IL 60673-1227
1099 N
SSN
FID
1099 Default
W-9 Sent Y
W-9 Received Y

	Contact 1	Contact 2
Name		
Description		
Telephone		
FAX		

Contact1 Email
Contact2 Email
Record(s) updated. 1 of 1
Additional Vendor Maintenance data.

PREPARING HEALTH INSURANCE MASTER DEDUCTION NUMBERS

Before using the MUNIS Health Insurance System, master deduction numbers must be confirmed or added for each health insurance provider used by the district. **Each health insurance provider should have a unique deduction number.** For Calendar Year 2005, most school districts will only use one provider. If a deduction for a particular provider will be both **pre-tax and post-tax**, two deduction numbers should be assigned (in different ranges with different exceptions), but the same vendor number would be used.

Critical: ***Any modifications to existing master deduction records or employee deduction records should not take place until the last payroll to use them has been completed. Master deductions must be created prior to creating the new employee deductions for the new plan year.***

Reviewing Current Master Deduction Records

Master deduction numbers must be in place for the health insurance providers that are used in the district. Some existing master deduction records may be reused, and new deduction records may need to be added.

First, identify the health insurance provider master deduction numbers currently in use. (A listing of deduction numbers will be useful in performing this and later tasks when preparing MUNIS to process health insurance deductions.) Then, review the existing MUNIS **Deduction/Benefit Master records** to determine which health insurance provider deduction numbers, if any, will be reused. See the ***Setting Up Deductions*** document for instructions on printing a list of master deduction records.

Critical: ***Do NOT remove deduction records from the Deduction/Benefit Master table. The reference to this deduction number and description is used in several instances within MUNIS for historical purposes.***

Adding New Master Deduction Records

If it is necessary for your district to create new master deduction numbers for new health insurance providers, ensure that pre-tax and post-tax deduction numbers fall within the correct ranges in the payroll exceptions table.

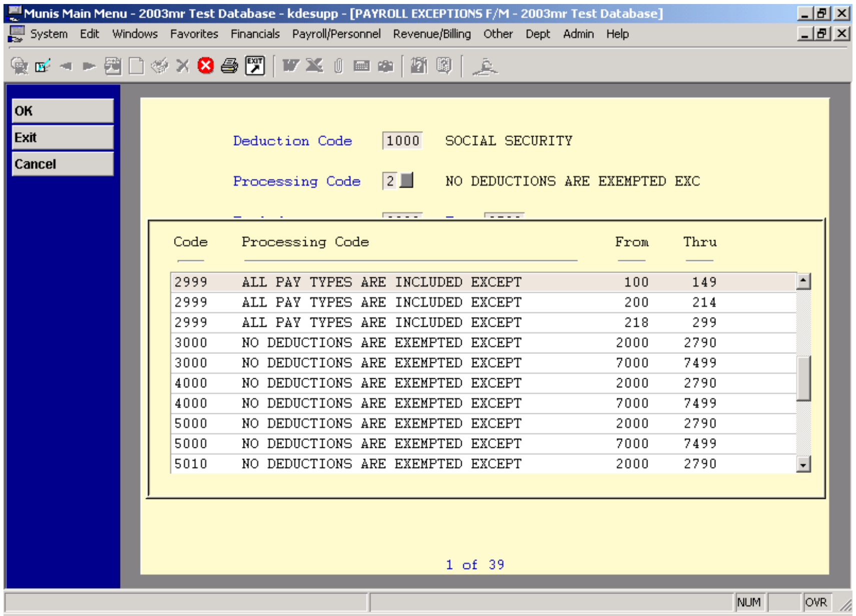
To Review the Payroll Exceptions Table, Select:

B) PAYROLL & PERSONNEL
    A) Auxiliary Programs
        Q) Payroll Exceptions Table

OR, Select **X=Exceptions** from the Deduction/Benefit File Maintenance screen Ring Menu.

1. Select **Browse**.

The following screen is displayed:



Deduction Code 1000 SOCIAL SECURITY

Processing Code 2 NO DEDUCTIONS ARE EXEMPTED EXC

Code	Processing Code	From	Thru
2999	ALL PAY TYPES ARE INCLUDED EXCEPT	100	149
2999	ALL PAY TYPES ARE INCLUDED EXCEPT	200	214
2999	ALL PAY TYPES ARE INCLUDED EXCEPT	218	299
3000	NO DEDUCTIONS ARE EXEMPTED EXCEPT	2000	2790
3000	NO DEDUCTIONS ARE EXEMPTED EXCEPT	7000	7499
4000	NO DEDUCTIONS ARE EXEMPTED EXCEPT	2000	2790
4000	NO DEDUCTIONS ARE EXEMPTED EXCEPT	7000	7499
5000	NO DEDUCTIONS ARE EXEMPTED EXCEPT	2000	2790
5000	NO DEDUCTIONS ARE EXEMPTED EXCEPT	7000	7499
5010	NO DEDUCTIONS ARE EXEMPTED EXCEPT	2000	2790

1 of 39

2. Select **Output**. **Review** online or **Print**.

   - In the Payroll Exceptions Table shown above, health care deduction numbers within the range 2000-2790 would be exempted from FICA, Medicare, Federal, State and Local Income Tax.
   - A different range, based on the exceptions table, would be used for deductions that should be post-tax.
   - Refer to the listing of Master Deduction records to find available deduction numbers within the appropriate exception ranges.

3. Once available deduction numbers have been identified, add the new master deduction records.

To Add New Master Deductions

1. Follow the procedures for adding new master deductions as described in the ***Setting Up Deductions*** document. Pay particular attention to the fields listed below:

Field Name	**Data**
Deduction Code	Enter the available deduction number identified earlier.
Descriptions	Enter long and short descriptions of the deduction.
Insufficiency Code	Enter **M**.
Calc Code	Enter **22**. **NOTE:** ***The Calc Code must be 22 to allow the MUNIS Health Insurance System to work properly.***
Employee/Employer	Enter appropriate code: **1** = Paid by employee only, **2** = Paid by employer only, **3** = Paid by both employee and employer.
Expense Org/Obj	If part or all of the insurance is **employer** paid, enter the expense object code as determined by the Finance Officer or Board.
W/H Org/Obj	Enter the Object code.

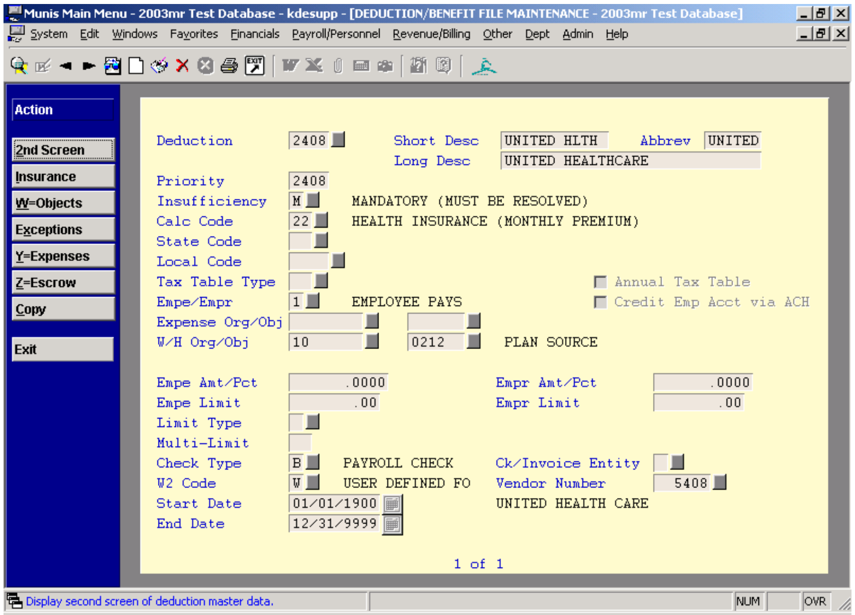
2. If vendor checks are being processed as part of payroll, enter **B** in the **Check Type** field, and enter the **Vendor Number** created for the carrier.

3. On the second screen, pay particular attention to the **Weekly Cycle**, **Bi-Weekly Cycle,** and **Semi-Monthly Cycle** fields. These fields refer to the payroll cycles a district may follow. Enter a **Y** or an **N** to indicate the standard time(s) in each payroll cycle that this health insurance deduction should be taken.

For example, if a health insurance deduction should be taken only once a month for employees on a semi-monthly pay cycle, enter a Y and a N in the Semi-Monthly

Cycle field to have the deduction taken from the first payroll of the month but not the second (or vice versa).

4. Press **ESC** to add the record.


Munis Main Menu - 2003mr Test Database - kdesupp - [DEDUCTION/BENEFIT FILE MAINTENANCE - 2003mr Test Database]
System
Edit
Windows
Favorites
Financials
Payroll/Personnel
Revenue/Billing
Other
Dept
Admin
Help
Action
2nd Screen
Insurance
W=Objects
Exceptions
Y=Expenses
Z=Escrow
Copy
Exit
NUM
OVR

Deduction 2408
Short Desc UNITED HLTH
Abbrev UNITED
Long Desc UNITED HEALTHCARE
Priority 2408
Insufficiency M MANDATORY (MUST BE RESOLVED)
Calc Code 22 HEALTH INSURANCE (MONTHLY PREMIUM)
State Code
Local Code
Tax Table Type
☐ Annual Tax Table
Empe/Empr 1 EMPLOYEE PAYS
☐ Credit Emp Acct via ACH
Expense Org/Obj
W/H Org/Obj 10 0212 PLAN SOURCE
Empe Amt/Pct .0000
Empr Amt/Pct .0000
Empe Limit .00
Empr Limit .00
Limit Type
Multi-Limit
Check Type B PAYROLL CHECK
Ck/Invoice Entity
W2 Code W USER DEFINED FO
Vendor Number 5408
UNITED HEALTH CARE
Start Date 01/01/1900
End Date 12/31/9999
1 of 1

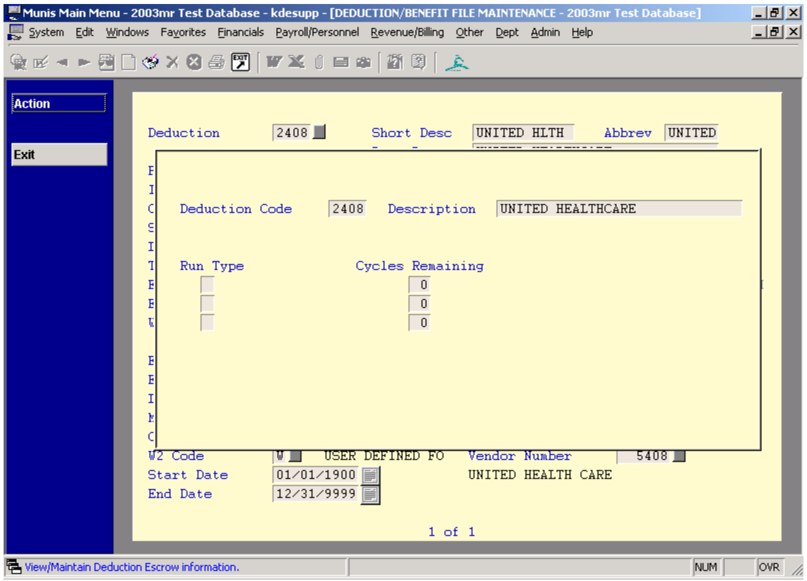
Display second screen of deduction master data.

5. The master deduction record for each health insurance vendor used by employees who make escrow contributions must be updated to permit escrow processing within MUNIS.

To set up this deduction to permit escrow processing, follow these steps:

a) Select **Z=Escrow** from the Ring Menu.

The following screen will display:


Munis Main Menu - 2003mr Test Database - kdesupp - [DEDUCTION/BENEFIT FILE MAINTENANCE - 2003mr Test Database]
System Edit Windows Favorites Financials Payroll/Personnel Revenue/Billing Other Dept Admin Help
Action
Exit
NUM
OVR

Deduction 2408 Short Desc UNITED HLTH Abbrev UNITED

Deduction Code 2408 Description UNITED HEALTHCARE

Run Type	Cycles Remaining
	0
	0
	0

W2 Code W USER DEFINED FO Vendor Number 5408
Start Date 01/01/1900 UNITED HEALTH CARE
End Date 12/31/9999

1 of 1

View/Maintain Deduction Escrow information.

b) Select **Update** from the Ring Menu.

c) Enter the standard number of pay periods for each of the three run types for the master deduction record being updated. You may only wish to enter the standard Run Type (i.e., 1) which will be used for regular payrolls. Below is a description of each field.

Field	Description
Deduction Code & Description	The code and description for the Master Deduction from screen 1 display in these fields.
Run Type	The Run Type entered must be an existing Payroll Run Type. Press <CTRL><W> for lookup and select a Run Type.
Cycles Remaining	Enter the number of deduction cycles remaining for a regular employee who works full-time year round.

NOTE: ***The calc code for the master deduction record must be "22" on screen 1.***

d) Press **ESC** to save the escrow information.

e) Select **Exit** from the Ring Menu to exit from the Escrow screen.

Repeat this procedure until all health insurance master deductions have been added.

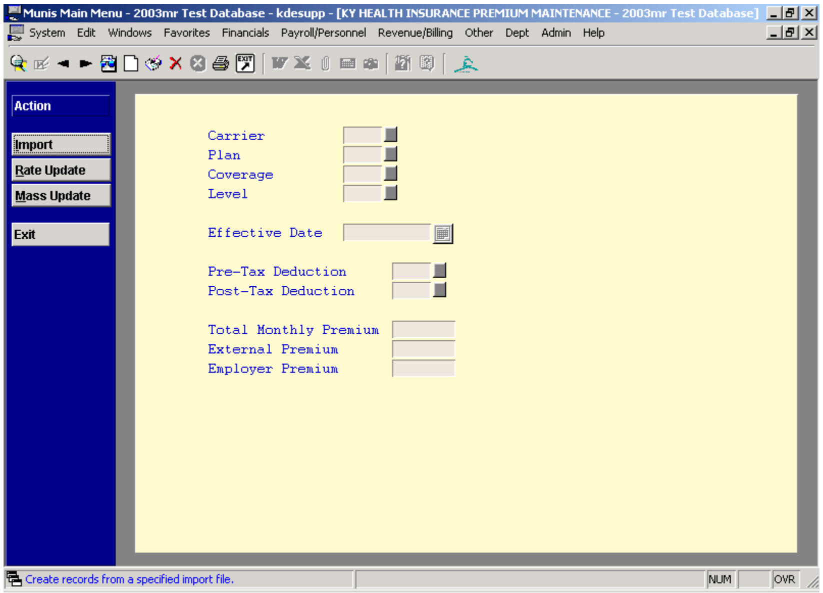
Updating the Insurance Rate Table

The Insurance Rate Table is populated with all of the necessary information, annually. Since deduction numbers and employer premiums are not uniform statewide, the master deduction numbers for health insurance premiums must be reviewed and entered into the Insurance Rate Table, if the defaulted numbers do not agree to your district's numbers. This must be done before the Z-Update. Deductions will not be created if valid deduction numbers are not present.

To Update the Insurance Rate Table, Select:

B) PAYROLL & PERSONNEL
    F) Retirement & State Specific
        B) State of Kentucky
            I) Kentucky Health Insurance
                C) Insurance Premium Maintenance

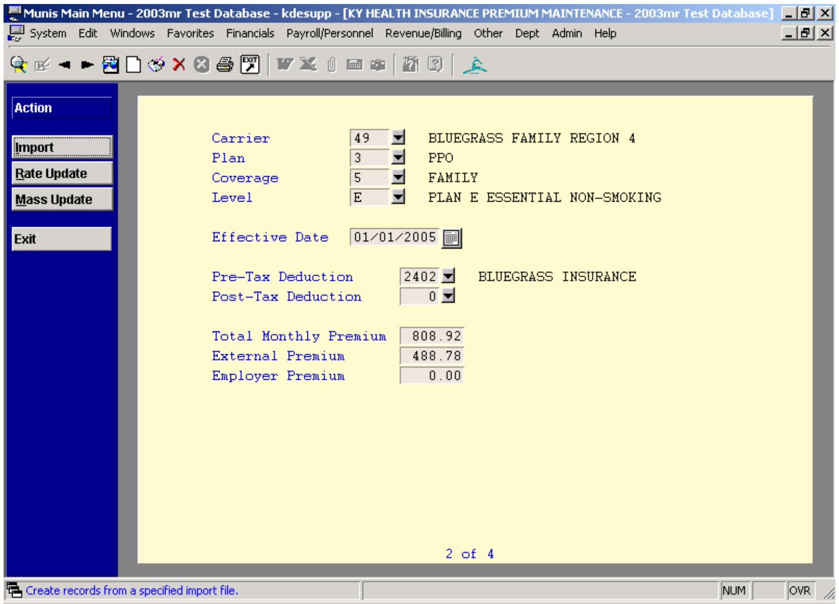
The following screen is displayed:


Munis Main Menu - 2003mr Test Database - kdesupp - [KY HEALTH INSURANCE PREMIUM MAINTENANCE - 2003mr Test Database]
System
Edit
Windows
Favorites
Financials
Payroll/Personnel
Revenue/Billing
Other
Dept
Admin
Help
EXIT
Action
Import
Rate Update
Mass Update
Exit
Carrier
Plan
Coverage
Level
Effective Date
Pre-Tax Deduction
Post-Tax Deduction
Total Monthly Premium
External Premium
Employer Premium
NUM
OVR

Create records from a specified import file.

1. Select **Find** from the Ring Menu to find a specific carrier (e.g., enter a carrier code). See Appendix A for a list of codes.

2. Press **ESC** to find the record(s). The following screen is displayed.


Munis Main Menu - 2003mr Test Database - kdesupp - [KY HEALTH INSURANCE PREMIUM MAINTENANCE - 2003mr Test Database]
System
Edit
Windows
Favorites
Financials
Payroll/Personnel
Revenue/Billing
Other
Dept
Admin
Help
Action
Import
Rate Update
Mass Update
Exit
NUM
OVR

Carrier 49 BLUEGRASS FAMILY REGION 4
Plan 3 PPO
Coverage 5 FAMILY
Level E PLAN E ESSENTIAL NON-SMOKING

Effective Date 01/01/2005

Pre-Tax Deduction 2402 BLUEGRASS INSURANCE
Post-Tax Deduction 0

Total Monthly Premium 808.92
External Premium 488.78
Employer Premium 0.00

2 of 4

Create records from a specified import file.

3. Select **Update** from the Ring Menu.

4. If the deduction numbers used for default do not agree to your districts numbers, enter the **Pre-tax** and/or **Post-tax Deduction numbers** as appropriate. Only update these two fields. The remaining information on this screen was imported into the table and should already be up-to-date and accurate. The following is a listing of the deduction codes that have been defaulted into the rate tables as a Pre-Tax Deduction.

DEFAULT DEDUCTION NUMBER	**INSURANCE PROVIDER**
2402	**Bluegrass Family Health**
2403	**CHA Health**
2407	**Anthem Blue Cross Blue Shield**
2408	**United Health Care**

1. Press **ESC** to update the record.

2. To print the selected records for later reference, select **Output** from the Ring Menu.

NOTE: ***Review the carrier for your county to verify that a deduction number matching your district's numbers is entered.***

7. Choose the desired sort order as shown below. Select **Print**.

```
Please enter the sort order.

   A - Sort by Carrier
   B - Sort by Plan
   C - Sort by Coverage
   D - Sort by Level
   E - Exit (Return to Menu)
```

The output from the Insurance Rate Table will be useful when entering employee information in the MUNIS Health Insurance System.

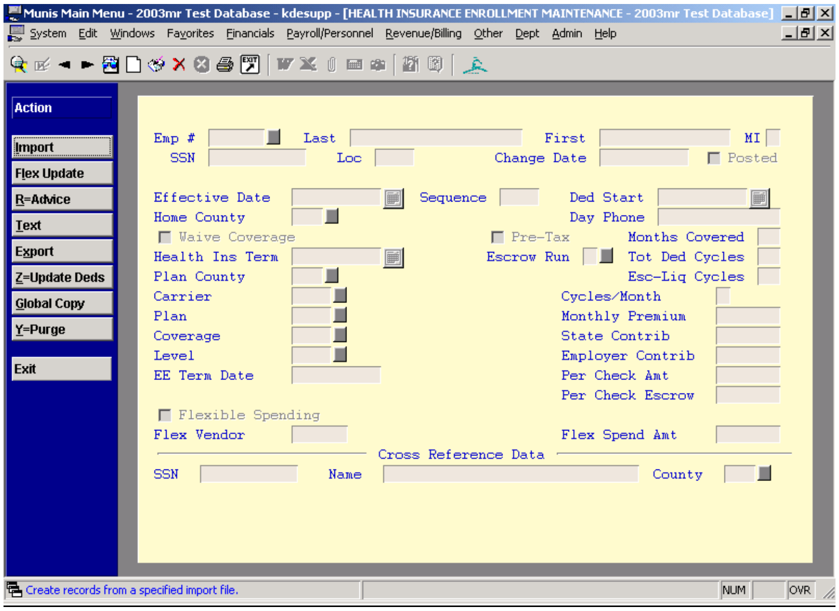
GLOBAL-COPYING EMPLOYEE HEALTH INSURANCE ENROLLMENT RECORDS INTO THE NEW PLAN YEAR

This section provides instructions for global-copying the employee Health Insurance Enrollment Records from last year into the new plan year. During open enrollment for Calendar Year 2005 all employees will change plan coverage. This is why the Global Copy might or might not be the option selected. The Global-Copy function will copy one record per person into the new plan year but once the Global-Copy is complete, each employee record must be updated to have the correct plan information. It might be easier to manually add a new record for each employee.

To Global-Copy Employee Health Insurance Enrollment Records, Select:

B) PAYROLL & PERSONNEL
  F) Retirement & State-Specific
    B) State of Kentucky
      I) Kentucky Health Insurance
        D) Enrollment Maintenance

The following screen is displayed:


Munis Main Menu - 2003mr Test Database - kdesupp - [HEALTH INSURANCE ENROLLMENT MAINTENANCE - 2003mr Test Database]
System Edit Windows Favorites Financials Payroll/Personnel Revenue/Billing Other Dept Admin Help
Action
Import
Flex Update
R=Advice
Text
Export
Z=Update Deds
Global Copy
Y=Purge
Exit
Emp # Last First MI
SSN Loc Change Date Posted
Effective Date Sequence Ded Start
Home County Day Phone
Waive Coverage Pre-Tax Months Covered
Health Ins Term Escrow Run Tot Ded Cycles
Plan County Esc-Liq Cycles
Carrier Cycles/Month
Plan Monthly Premium
Coverage State Contrib
Level Employer Contrib
EE Term Date Per Check Amt
Per Check Escrow
Flexible Spending
Flex Vendor Flex Spend Amt
Cross Reference Data
SSN Name County
NUM OVR

Create records from a specified import file.

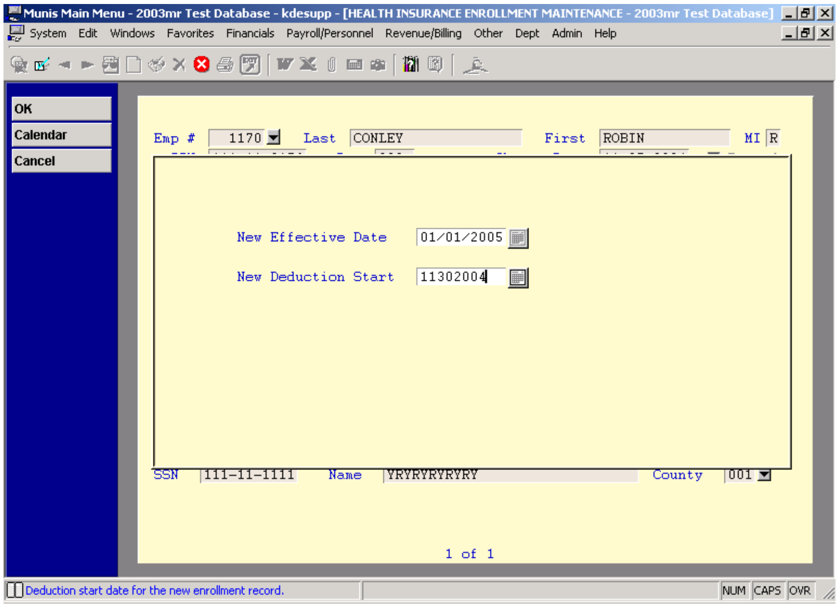
1. Select **Find** from the Ring Menu.

2. Press **ESC** to find all records.

3. Select **Global-Copy** from the side Ring Menu.

NOTE: ***The Global-Copy command will create ONE record for each person that is currently in the Health Insurance Enrollment Maintenance program. If an employee has multiple enrollment records, the Global-Copy will copy the record with the latest Effective Date.***

The following window appears:


Munis Main Menu - 2003mr Test Database - kdesupp - [HEALTH INSURANCE ENROLLMENT MAINTENANCE - 2003mr Test Database]
System Edit Windows Favorites Financials Payroll/Personnel Revenue/Billing Other Dept Admin Help
OK
Calendar
Cancel
NUM CAPS OVR

Emp # 1170 Last CONLEY First ROBIN MI R

New Effective Date 01/01/2005

New Deduction Start 11302004

SSN 111-11-1111 Name YRYRYRYRYRY County 001

1 of 1

Deduction start date for the new enrollment record.

4. Enter the **New Effective Date** and the **New Deduction Start** date for the new plan year. (For example; If when generating the payroll, the payroll start date is 12-01-2004 and the payroll end date is 12-15-2004, the **new deduction start** date must be at least one day prior to the 12-01-2004 payroll start date; that date being 11-30-2004. **NOTE** that Payrolls can be generated with the payroll start and end date both being 12-15-2004. Using that scenario, the **new deduction start** date can be 12-14-2004.)

5. All the selected records will be copied with the new dates specified. This is the benefit of using the Global Copy. Remember, however, all records must be updated.

ADDING AND UPDATING EMPLOYEE HEALTH INSURANCE ENROLLMENT RECORDS DURING OPEN ENROLLMENT

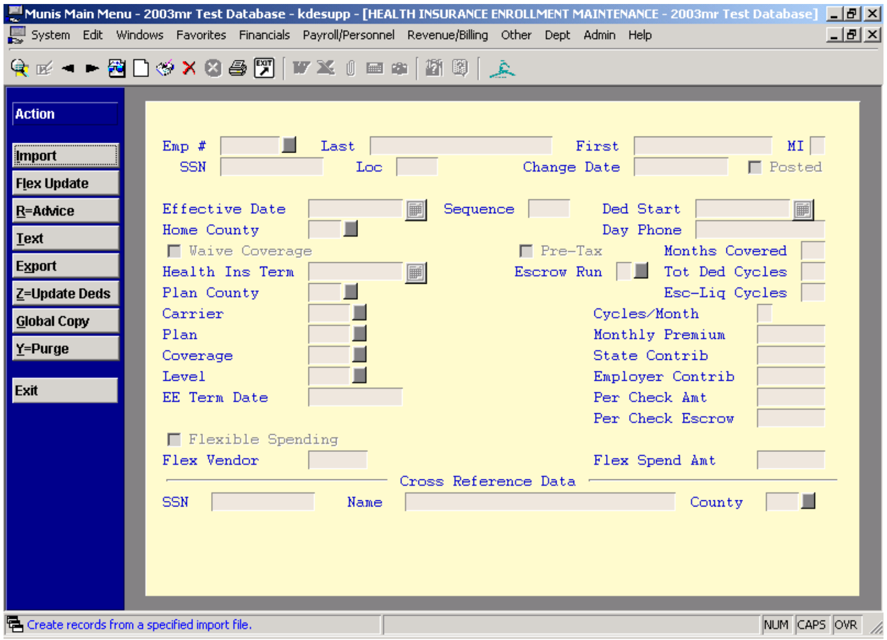
This section provides instructions for entering the health insurance information for employees not included in the Global-Copy function or for those districts choosing not to use the Global-Copy function for the new enrollment records.

Health plan information must be entered for all eligible district employees, including those who waive coverage and those whose health insurance is paid by the school board. Employee deduction records that reflect accurate premium calculations are automatically created from the MUNIS Health Insurance System using Z-Update. The Health Insurance System also tracks health insurance enrollment information and produces monthly Remittance Files to send to the Division of School Finance. (The Division of School Finance combines all the district files to send individual Remittance Files to each insurance carrier. **These files are also used for life insurance enrollment.** This is why each employee that is eligible for life insurance must have a record in the enrollment file. It is advised that the benefit coordinators verify that each employee has completed an enrollment application.)

To Add Employee Health Insurance Enrollment Records, Select:

B) PAYROLL & PERSONNEL
    F) Retirement & State-Specific
        B) State of Kentucky
            I) Kentucky Health Insurance
                D) Enrollment Maintenance

The following screen is displayed:


Munis Main Menu - 2003mr Test Database - kdesupp - [HEALTH INSURANCE ENROLLMENT MAINTENANCE - 2003mr Test Database]
System Edit Windows Favorites Financials Payroll/Personnel Revenue/Billing Other Dept Admin Help
Action
Import
Flex Update
R=Advice
Text
Export
Z=Update Deds
Global Copy
Y=Purge
Exit
Emp #
Last
First
MI
SSN
Loc
Change Date
Posted
Effective Date
Sequence
Ded Start
Home County
Day Phone
Waive Coverage
Pre-Tax
Months Covered
Health Ins Term
Escrow Run
Tot Ded Cycles
Plan County
Esc-Liq Cycles
Carrier
Cycles/Month
Plan
Monthly Premium
Coverage
State Contrib
Level
Employer Contrib
EE Term Date
Per Check Amt
Per Check Escrow
Flexible Spending
Flex Vendor
Flex Spend Amt
Cross Reference Data
SSN
Name
County
NUM
CAPS
OVR

Create records from a specified import file.

1. Select **Add** from the Ring Menu.

2. Enter the **Employee Number**. The employee's name and SSN will display automatically. The employee must already exist in the Employee Master File before a Health Insurance Enrollment record can be added.

NOTE: ***If the employee number is not known, press <CTRL><W> for lookup while the cursor is in the employee number field. A list of employee numbers and names will appear. To navigate, choose Goto from the Ring Menu, enter the first few letters of the employee's last name, and press Enter.***

3. Enter other information from the application. See the table below for field descriptions:

Field Name	**Description**
Name, SSN	Defaults from Employee Master file once Employee Number is entered.
Effective Date	Enter the date the insurance is effective.
Home County	Enter the 3-digit code that indicates the county in which the employee lives. Lookup is available by pressing F9 or <CTRL><W>.
Waive Coverage	Set this flag by entering **Y** for employees who choose not to accept health insurance coverage. Will be effective as of the date above. **NOTE:** ***A health insurance premium will not be calculated for these employees and a health insurance deduction will not be created. However, a health insurance enrollment record should still be created for these employees. This information will be used for Life Insurance enrollment and for participation in Flexible Spending.***

Field Name	**Description**
Health Ins Term	Enter the date that the Health Insurance is to be terminated. For open enrollment, there should not be a need to enter information to this field. **EXAMPLE** - If the employee terminates on 12/15/2004, the Health Insurance Term Date is 01/31/2005.
Plan County	Indicates the county of selection coverage. Lookup is available.
Carrier	Enter the 2-digit code for the Health Care Provider selected. This carrier number will not necessarily agree to the plan code(first two characters in Section 2, item 2) on the application. The first character of the code reflects the region number. Lookup is available. See **Appendix A** to determine the relevant carrier codes relevant by Region. The following is a summary. **CODE** **CODE** **Region 1 – 16** **Region 2 - 26** **Region 3 – 32** **Region 4 – 49** **Region 5 – 59** **Region 6 – 62** **Region 7 – 70** **Region 8 - 80** For example: The employee has chosen Jessamine County as the Plan County and the employee's insurance carrier is Bluegrass Family Health. Since Jessamine County is in Region 5, the Carrier number used in MUNIS is **59**.
Plan Type	Enter the Health Care Plan Type selected by the specified employee, e.g., HMO. For Calendar Year 2005 the only option is **3 - PPO**.
Coverage	Enter the Health Care Coverage selected by the specified employee, e.g., single. Lookup is available. See **Appendix A.**
Level	Enter the appropriate Coverage Level for the selected employee. For Calendar Year 2005, this entry is used to name the Coverage Level as well as Smoking vs Non-Smoking as well as the Family Cross Reference for Smokers and Non-Smokers. See **Appendix A.** Carefully select the **level.** The correct premium amount is dependent upon the correct level code being entered. For example 1: If the Smoking Status is checked yes, If under Option, the Commonwealth Premier box is checked, (See Section 2, item 3) If under Level of Coverage, the Family box is checked, (See Section 2, item 4) If the Cross Reference box for Yes is checked, (See Section 2, item 5) **Then the level in MUNIS is A**.

Field Name	**Description**
	For example 2: If the Smoking Status is checked no, If under Option, the Commonwealth Enhanced box is checked, (See Section 2, item 3) If under Level of Coverage, the Couple box is checked, (See Section 2, item 4) If the Cross Reference box is not checked, (See Section 2, item 5) **CROSS REFERENCE applies only to FAMILY** **Then the level in MUNIS is P**.
EE Term Date	This is a *display only* field. If a terminate date is entered on the Employee Master file, second screen, this date is populated with that expected termination date. **NOTE: The Term Date field on the EE MASTER file must be populated for the system to cause the remittance file to not generate a record. For open enrollment, this field is most likely not to be used.**
Ded Start	Enter the date the deduction is to start. This will flow into the start date for the Employee Deduction. **Make sure the Ded Start date falls before the start date of the payroll in which the deduction should start.**
Day Phone	Optional.
Pre-Tax	Indicates whether a pre-tax or post-tax deduction should be created for the selected employee. Enter **Y** if it is pre-tax, **N** if it is post-tax.
Escrow Run	If the insurance is to be escrowed, enter the employee's primary payroll run type (e.g., 1). Otherwise, leave blank and escrow will not be calculated. **NOTE:** ***The escrow run type must be populated on the escrow screen of the master deduction record. For more information, refer to the Setting Up Health Insurance document in the Setup & Administration section.***
Months Covered	This is the number of months the employee has health insurance coverage for the year. This would normally be **12**.
Tot Ded Cycles	Enter the total number of payroll cycles the insurance deduction will be withheld for the year (e.g., 24). If the insurance is to be escrowed, enter the total number of cycles for which this employee will be paid.
Esc-Liq Cycles	This field is not accessible unless **Escrow Run** is not blank. If the insurance is to be escrowed, enter the number of payroll cycles until the

Field Name	**Description**
	employee will first need their escrow to pay for their health insurance. This information is used to calculate the escrow contribution and the per check premium. For example, using a monthly payroll system, an escrowed employee does not work in July and August, so "Tot Ded Cycles" is set to 10. The employee starts withholding in December, so there are 7 months (1 payroll per month for a total of 7 cycles) until liquidation begins.
Cycles/Month	Cycles/Month indicates the number of payroll cycles per month in which the health insurance deduction is expected to be taken. This number is used in the calculation of the **Per Check Amount**. The Cycles/Month field will default to the number entered in "Cycles Per Month" in the Health Insurance Parameter File. If this number does not agree with the employee's Primary Pay Frequency on the Employee Master file, an error message will display saying "Primary Pay Frequency does not match Cycles Per Month." (See step 4 below for further information.)
Flex Spending	Enter **Y** if the employee is participating in a flexible spending plan.
Flex Vendor	Required if **Flex Spending** is Y. This will be automatically assigned based on the number in the Health Insurance Parameter File (which must be a number assigned by the Division of School Finance).
Cross Reference Spouse Information	These fields must be entered for employees who are cross-referencing. For Calendar Year 2005, only couples selecting a Family plan can cross-reference. The state contribution will be doubled.

4. If the error message **"Primary Pay Frequency does not match Cycles Per Month"** appears, the situation should be reviewed carefully to determine if the correct health insurance amount will be deducted. This review must take into account the relationship between the Employee Primary Pay Frequency, the health insurance Master Deduction record's cycles per month, and the Employee Health Insurance Enrollment Cycles/Month fields. An example follows:

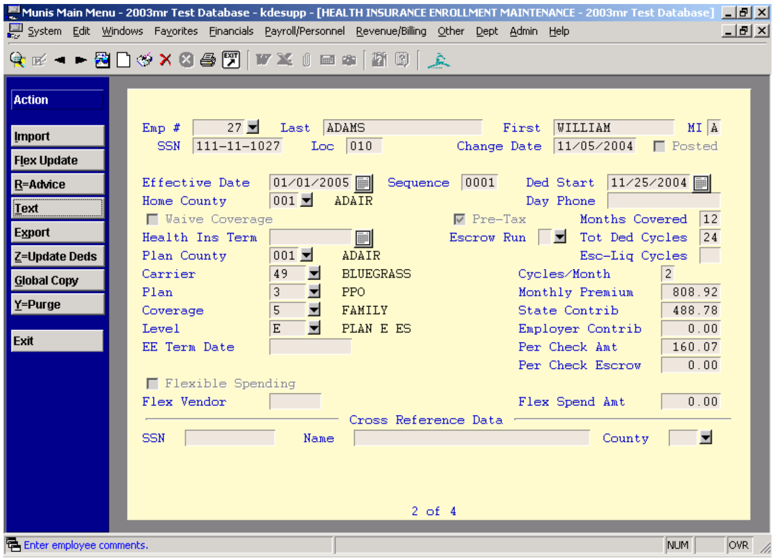
   An employee has a Primary Pay Frequency of S (semi-monthly) and the Cycles/Month field contains a 1. If the Master Deduction record for the health insurance vendor is set up to allow a deduction only on the second monthly payroll the Health Insurance System will take the full deduction amount from the second monthly payroll and nothing from the first monthly payroll. (The discrepancy will still cause the error message to appear, but it can be ignored.)

   However, in the example above, if the Master Deduction record was set up for the deduction to be taken in both the first and second monthly payrolls, the **full amount** of the health insurance deduction would be taken in both payrolls causing an overpayment.

This error can be corrected in one of two ways: Either the Cycles/Month field can be changed to **2** so that the deduction amount is divided between the two payrolls, or the Master Deduction record can be changed to allow a deduction in only one payroll cycle per month.

After all the health insurance enrollment information has been entered, press **ESC** to update the record with the information entered.

The following screens show two examples of open enrollment records.

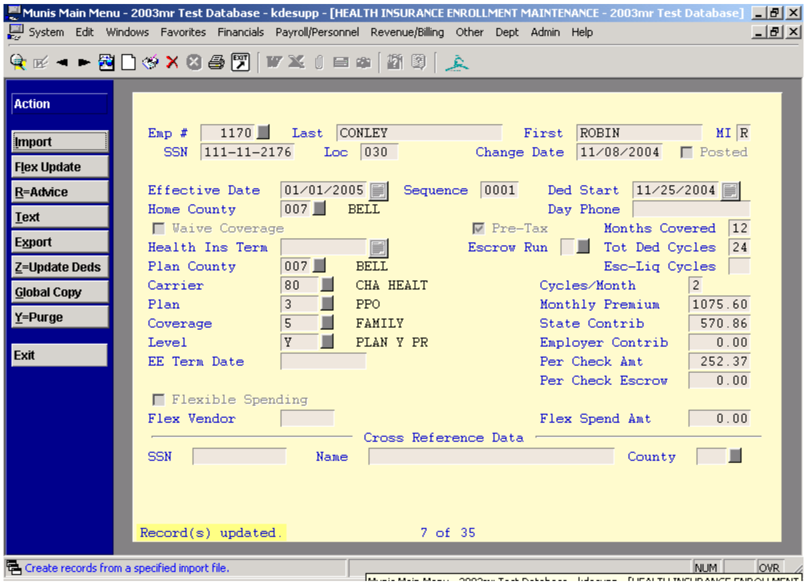

Munis Main Menu - 2003mr Test Database - kdesupp - [HEALTH INSURANCE ENROLLMENT MAINTENANCE - 2003mr Test Database]
System Edit Windows Favorites Financials Payroll/Personnel Revenue/Billing Other Dept Admin Help
Action
Import
Flex Update
R=Advice
Text
Export
Z=Update Deds
Global Copy
Y=Purge
Exit

Emp # 27 Last ADAMS First WILLIAM MI A
SSN 111-11-1027 Loc 010 Change Date 11/05/2004 ☐ Posted
Effective Date 01/01/2005 Sequence 0001 Ded Start 11/25/2004
Home County 001 ADAIR Day Phone
☐ Waive Coverage ☑ Pre-Tax Months Covered 12
Health Ins Term Escrow Run Tot Ded Cycles 24
Plan County 001 ADAIR Esc-Liq Cycles
Carrier 49 BLUEGRASS Cycles/Month 2
Plan 3 PPO Monthly Premium 808.92
Coverage 5 FAMILY State Contrib 488.78
Level E PLAN E ES Employer Contrib 0.00
EE Term Date Per Check Amt 160.07
Per Check Escrow 0.00
☐ Flexible Spending
Flex Vendor Flex Spend Amt 0.00
Cross Reference Data
SSN Name County
2 of 4

Enter employee comments.

Explanation of Screen:

Adair County is in Region 4. Bluegrass is the carrier for Region 4. The carrier code is 49. The Level E reflects that the employee does not smoke and he has chosen the Commonwealth Essential coverage. The Coverage chosen is Family.


Munis Main Menu - 2003mr Test Database - kdesupp - [HEALTH INSURANCE ENROLLMENT MAINTENANCE - 2003mr Test Database]
System Edit Windows Favorites Financials Payroll/Personnel Revenue/Billing Other Dept Admin Help
Action
Import
Flex Update
R=Advice
Text
Export
Z=Update Deds
Global Copy
Y=Purge
Exit

Emp # 1170 Last CONLEY First ROBIN MI R
SSN 111-11-2176 Loc 030 Change Date 11/08/2004 ☐ Posted
Effective Date 01/01/2005 Sequence 0001 Ded Start 11/25/2004
Home County 007 BELL Day Phone
☐ Waive Coverage ☑ Pre-Tax Months Covered 12
Health Ins Term Escrow Run Tot Ded Cycles 24
Plan County 007 BELL Esc-Liq Cycles
Carrier 80 CHA HEALT Cycles/Month 2
Plan 3 PPO Monthly Premium 1075.60
Coverage 5 FAMILY State Contrib 570.86
Level Y PLAN Y PR Employer Contrib 0.00
EE Term Date Per Check Amt 252.37
Per Check Escrow 0.00
☐ Flexible Spending
Flex Vendor Flex Spend Amt 0.00
Cross Reference Data
SSN Name County
Record(s) updated. 7 of 35

Create records from a specified import file.

Explanation of Screen:

Bell County is in Region 8. CHA Health is the carrier for Region 8. The carrier code is 80. The Level Y reflects that the employee smokes and he has chosen the Commonwealth Premier coverage. The Coverage chosen is Family.

Entering Optional Text

An optional freeform text screen has been included for additional information about an employee's health insurance coverage. When this option is chosen, a window displays to allow entry of additional information on the employee's health insurance coverage. This information will print on the Employee Advice of Coverage, but no other reports.

NOTE: ***The Text Screen does not have the automatic word wrap feature common to most word processors. The user must enter new lines when needed.***

To Access the Text Screen to Add Information About an Employee's Coverage:

1. Select **Text** from the Health Insurance Enrollment Maintenance Screen Ring Menu. The Text Screen will be displayed.
2. Choose **Update** from the Text Screen Ring Menu and enter the text.
3. Press **ESC** to update the record.
4. Choose **Exit** from the Ring Menu to exit from the Text Screen and return to the Health Insurance Enrollment Maintenance Screen.

GENERATING REPORTS FOR HEALTH INSURANCE ENROLLMENT VERIFICATION

The MUNIS Health Insurance System produces two types of reports to assist in the verification of health enrollment information. These reports are:

- A listing of all the employee health insurance enrollment records to assist in data entry verification. This should be reviewed carefully to ensure that all employees, and particularly those global-copied, have been entered into the Health Insurance System correctly.
- The Advice of Coverage Report for each employee to use to verify coverage selections.

Printing a Listing of Employee Health Insurance Enrollment Records

To Print a Listing of Employee Health Insurance Enrollment Records, Select:

B) PAYROLL & PERSONNEL
  F) Retirement & State-Specific
    B) State of Kentucky
      I) Kentucky Health Insurance
        D) Enrollment Maintenance

1. Select **Find** from the Ring Menu and enter the employee number or other criteria to retrieve the employee's record or just press **ESC** to find all records.
2. To output the selected records, select **Output** from the Ring Menu. The following sub-screen will display:

```
Please enter the sort order.


  A - Sort by Employee Name
  B - Sort by Employee SSN
  C - Sort by Employee Number
  D - Sort by Location - Employee Name
  E - Exit (Return to Menu)


                    [E]
```

3. Choose the desired **sort order** and **Print**.

A Health Insurance Enrollment Maintenance Report Sample is included in ***Appendix B***.

Printing Employee Advice of Coverage Reports

Once the information printed above has been compared against the health insurance applications, you may choose to have each employee verify the information. The Advice of Coverage report can be given to employees to confirm the data entered into the MUNIS Health Insurance System.

To Print the Employee Advice of Coverage, Select:

B) PAYROLL & PERSONNEL
    F) Retirement & State-Specific
        B) State of Kentucky
            I) Kentucky Health Insurance
                D) Enrollment Maintenance

1. Select **Find** from the Ring Menu and enter the employee number or other criteria to retrieve the employee's record or just press **ESC** to find all records.
2. Select **R=Advice** from the Ring Menu and **Print**.

An Employee Advice of Coverage Report Sample is included in ***Appendix B***.

CORRECTING AN EMPLOYEE HEALTH INSURANCE ENROLLMENT RECORD DURING OPEN ENROLLMENT

If an employee record is found to be incorrect during the verification process for open enrollment, the health insurance enrollment record can be modified. Below are instructions for making corrections to the health insurance enrollment record.

To Correct an Employee Health Insurance Enrollment Record, Select:

B) PAYROLL & PERSONNEL
    F) Retirement & State-Specific
        B) State of Kentucky
            I) Kentucky Health Insurance
                D) Enrollment Maintenance

1. Select **Find** from the Ring Menu and enter the employee number or other criteria to retrieve the employee's record, such as effective date. Press **ESC**.

WARNING: ***Employees could have more than one enrollment record. Make sure you are on the correct record before changing any information.***

2. Select **Update** from the Ring Menu.
3. Enter the correct information. Press **ESC** to save the changes to the employee's Health Insurance Enrollment record.

If the employee **deduction** record has already been created**,** the **Z=Update-Deds** menu option must be run again for **this employee**.

DELETING HEALTH INSURANCE ENROLLMENT RECORDS

If a record has been created for someone ineligible for insurance, that record should be deleted. **When an employee should no longer be reported in the Health Insurance Remittance file, the record should also be deleted. In order for this health insurance deletion to flow through to payroll, the Employee Deduction record must also be deleted or inactivated in the Employee Deduction File.**

> **SUGGESTION:** Purge the enrollment records from the previous years to reduce the file size and to eliminate possible mistakes from making changes to old records.

To Delete an Employee Health Insurance Enrollment Record, Select:

B) PAYROLL & PERSONNEL
    F) Retirement & State-Specific
        B) State of Kentucky
            I) Kentucky Health Insurance
                D) Enrollment Maintenance

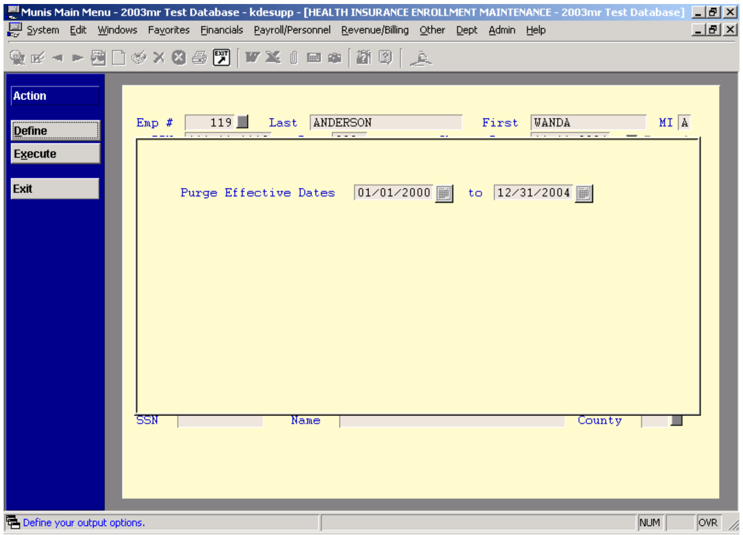
1. Select **Find** from the Ring Menu and enter the employee number or other criteria to retrieve the employee's record. Press **ESC**.
2. Select **Del** from the Ring Menu. A screen will display asking if you are sure you want to delete the record.
3. Choose **Yes** if this is the record you wish to delete. The Health Insurance Enrollment record will be deleted. If the employee **deduction** record has **not** been created, the Employee Health Insurance deletion is now complete.
4. If the employee **deduction** record has already been created**,** that record must also be deleted or inactivated by following the procedure below.

To Purge Employee Health Insurance Enrollment Records based on Effective Dates, Select:

B) PAYROLL & PERSONNEL
    F) Retirement & State-Specific
        B) State of Kentucky
            I) Kentucky Health Insurance
                D) Enrollment Maintenance

Select **Y=Purge** from the Ring Menu.record. Press **ESC**.

Select **Define** from the Ring Menu. A screen will display asking for an effective date range. Enter the dates for purging.


Munis Main Menu - 2003mr Test Database - kdesupp - [HEALTH INSURANCE ENROLLMENT MAINTENANCE - 2003mr Test Database]
System Edit Windows Favorites Financials Payroll/Personnel Revenue/Billing Other Dept Admin Help
Action
Define
Execute
Exit
NUM
OVR

Emp # 119 Last ANDERSON First WANDA MI A

Purge Effective Dates 01/01/2000 to 12/31/2004

SSN Name County

Define your output options.

Choose **Execute** if this is the correct range of effective dates you wish to purge. A screen will appear asking if you choose to continue. Click **Yes** if you do. All records in the range will be purged.

To Delete or Inactivate an Employee Deduction Record, Select:

- B) PAYROLL & PERSONNEL
  - B) Employee Maintenance & Reports
    - D) Employee Deductions/Benefits

1. Select **Find** from the Ring Menu. Enter the employee number or other criteria. Press **ESC**.
2. To **delete** the record,
   - a) Select **Del** from the Ring Menu. A screen displays asking if you are sure you want to delete the record.
   - b) Choose **Yes** if this is the record you wish to delete. The Employee Deduction record for health insurance will be deleted.
3. To **inactivate** the record,
   - a) Select **Update** from the Ring Menu.
   - b) Enter **N** in the **Active** field and press **ESC**.

CREATING EMPLOYEE HEALTH INSURANCE DEDUCTIONS

New health care deductions must only be created when an employee record is **added** to the Health Insurance System or when the employee's Health Insurance Enrollment record is **changed**. During open enrollment, the District may choose to create new health insurance deductions on all employees at once after all the employee health insurance enrollment records are entered. Another option might be to create deductions on all health insurance enrollment records entered each day. Whatever method is chosen, it is very important to keep track of those employees who have had deductions created and those who have not. **Unless there has been a change in the health insurance enrollment record, creating a deduction for an employee who already has had a new deduction created may result in errors, especially if escrow processing is used**.

NOTE: ***The Employee Master File Audit maintains a record of any changes made to employee payroll information, including those made through the Health Insurance System. See the Setting Up Health Insurance document for further information.***

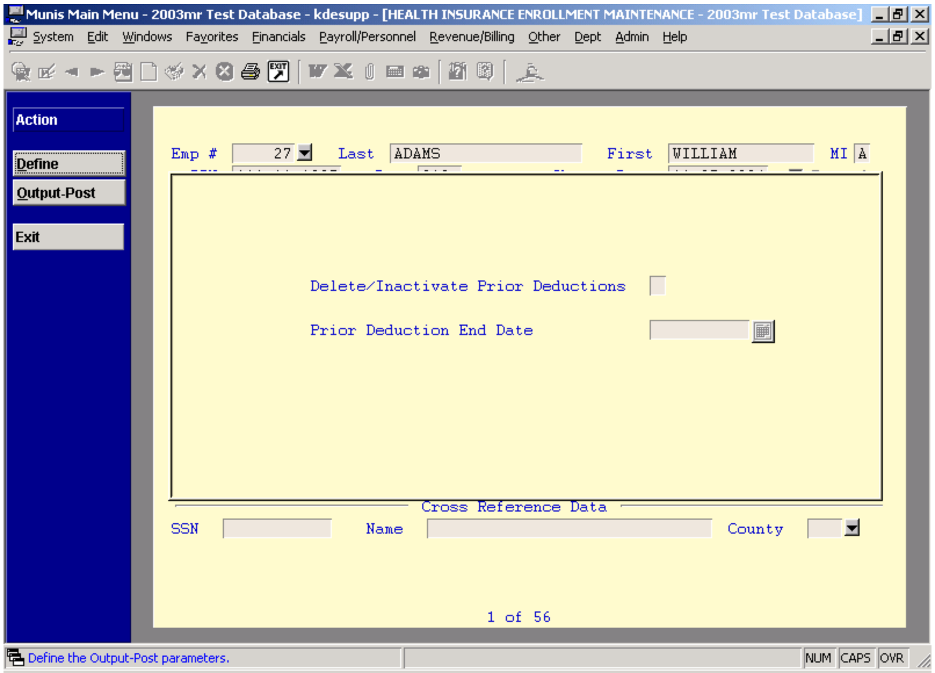
To Create New Health Insurance Deductions From the MUNIS Health Insurance System, Select:

B) PAYROLL & PERSONNEL
    F) Retirement & State-Specific
        B) State of Kentucky
            I) Kentucky Health Insurance
                D) Enrollment Maintenance

In the Health Insurance Enrollment Maintenance screen:

1. Select **Find** from the Ring Menu. To limit the find set to specific records, enter the desired criteria. For example, to select only those records for the current open enrollment, enter the **date** in the **Effective Date** field. Press **ESC** to complete the find.
2. Select **Z=Update-Deds** from the Ring Menu.

   The following screen is displayed:


Munis Main Menu - 2003mr Test Database - kdesupp - [HEALTH INSURANCE ENROLLMENT MAINTENANCE - 2003mr Test Database]
System Edit Windows Favorites Financials Payroll/Personnel Revenue/Billing Other Dept Admin Help
Action
Define
Output-Post
Exit

Emp # 27 Last ADAMS First WILLIAM MI A

Delete/Inactivate Prior Deductions ☐

Prior Deduction End Date

Cross Reference Data

SSN Name County

1 of 56

Define the Output-Post parameters.

NUM CAPS OVR

3. Select **Define** from the Ring Menu.

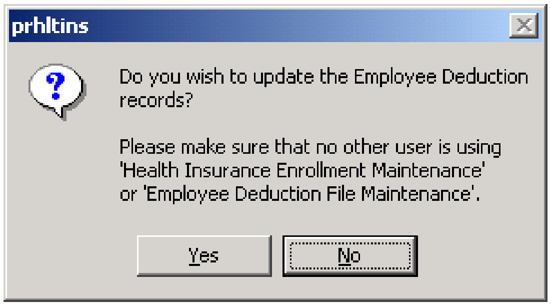
4. Enter the following:

Delete/Inactivate Prior Deductions? Enter **D** for delete or **I** for inactivate. (Suggested answer is D.)

Prior Deduction End Date: If Inactive was entered above, enter the date for the prior deduction to be inactivated.

5. Select **Output-Post** from the Ring Menu. A printout will first be produced showing the employees whose deductions are being changed. **Review the printout carefully.**

6. After the output is printed or the display is exited, the following screen is displayed:


prhltins

Do you wish to update the Employee Deduction records?

Please make sure that no other user is using 'Health Insurance Enrollment Maintenance' or 'Employee Deduction File Maintenance'.

Yes
No

Do not post if any employees are in the report whose deduction should not be added or changed. Select No and press Enter. Go back to step 1 and repeat the Find process using criteria to only include changed records.

7. If the deduction changes are correct, verify that no other users are using either the Health Insurance Enrollment Maintenance or the Employee Deduction files and select **Yes**. The Employee Deduction records will be updated.

NOTE: ***After new health care deductions are created for employees during open enrollment, there may be occasions when an employee's deduction will need to be changed (i.e., a qualifying event). Perform a Find on only that employee and use the Z=Update-Deds option to change the employee's deduction.***

Z-Update Errors

The following error will occur when the link between the ***Health Insurance Enrollment Maintenance*** program and the ***Employee Deduction*** file has been broken. The ***Z=Update*** does not know how to update the employee's health insurance deduction in the ***Employee Deduction*** file.

```
Error:    Continue
No records found.  Data has been deleted.
```

If you should receive this error message, perform the following steps in order to find the employees that were not updated.

1. Print out a list of employee records from the ***Health Insurance Enrollment Maintenance*** program that were Z=Updated.
2. Print out a list of employee health insurance records from the ***Employee Deduction*** file by performing a **Find** on **Calc Code 22**.
3. Compare the two lists to see who has not been updated.
4. Delete the deduction from the ***Employee Deduction*** file.
5. Delete the employee from the ***Health Insurance Enrollment Maintenance*** program.
6. Add the employee back into the ***Health Insurance Enrollment Maintenance*** program and perform a ***Z=Update*** to create the deduction in the ***Employee Deduction*** file.

NOTE: **No manual changes to a calc code 22 deductions should be made and no calc code 22 deductions should be added manually in the Employee Deduction program. Any changes should be done in the Health Insurance Enrollment Maintenance program using the Z=Update ring menu option in order to maintain the necessary link. If the change to**

the calc code 22 deduction is a temporary or short-term change in the amount being deducted, make these types of changes during Payroll Processing in the Earnings/Deduction F/M.

Transferring Escrow Balances

When the **Z=Update** is processed in the Health Insurance Enrollment Maintenance program, escrow balances will be transferred to the new deduction. However, if a new deduction will not be created because the employee waived coverage, or chose a plan where the premium is less than the State Contribution, the deduction will not be deleted and a comment of **NO DELETE** will appear on the Health Insurance Deductions Update report. Below is an example of the report and the comment associated with a deduction with an escrow balance.

```
xx/xx/xxxx                    :YOUR DISTRICT                          PAGE 1
xx:xx:xx            HEALTH INSURANCE DEDUCTIONS UPDATE                prhltins
                                                       OLD  NEW
EMP #  NAME                      CARR   PLAN COVR  LEVL  DED. DED. COMMENTS
------ ------------------------- ----   ---- ----  ----  ---- ---- --------
     1 IMA  BOSSE                10     1    5     A     2409 2415
     2 MARY  POPPINS             34     2    2     A     2415 2411
     3 EMILY  COOK               09     1    2     B     2408 2409
     5 MINNIE  DRIVER                                    2415      NO DELETE
     6 GENEVEVE  CLARK           34     2    1     B     2415 2410
    24 PAUL  BROWNBURY                                   2408
                              ** END OF REPORT **
```

Any employee with a comment of **NO DELETE**, will need to have their escrow balance refunded and the deduction manually deleted. Refer to the **Reimbursing Health Insurance Escrow (PR-REG-14)** document for more information on reimbursing escrow.

Some escrow transfers will also require a transfer between withholding accounts.

Example: An employee switches coverage and the new coverage results in a deduction that has a different withholding account as the old deduction. The balance is then transferred from the old withholding account to the new withholding account. During the **Z=Update** the following message may appear.

```
Options:   Yes  No

Escrow history records were moved across
objects.  Do you wish to print a report?
```

If Yes is selected the following report is printed, showing the withholding accounts and the amount being automatically transferred.

```
xx/xx/xxxx                 YOUR DISTRICT                           PAGE 1
xx:xx:xx        HEALTH INSURANCE ESCROW HISTORY TRANSFERS          prhltins


                                              TRANSFERRED
OLD OBJECT             NEW OBJECT                  AMOUNT
----------             ----------            ------------

7461     SAL PBLE      7462   SAL PBLE              38.12
                                       TOTAL        38.12

                              ** END OF REPORT **
```

APPENDIX A: Carrier Plan and Coverage Codes

Region Selection and Carrier Availability

County or Region Coverage selection will be based on the region in which you live or work, or if applicable, the region contiguous to the county where you live. Those regions, and the counties associated with the regions, and the coverage codes to use with the regions are as follows:

REGION 1
Anthem Blue Cross
Blue Shield
CARRIER CODE - 16

	County		**County**
Ballard	004	Caldwell	017
Calloway	018	Carlisle	020
Crittenden	028	Fulton	038
Graves	042	Hickman	053
Livingston	070	Lyon	072
McCracken	073	Marshall	079

REGION 2
Anthem Blue Cross
Blue Shield
CARRIER CODE - 26

	County		**County**
Christian	024	Daviess	030
Hancock	046	Henderson	051
Hopkins	054	McLean	075
Muhlenburg	089	Ohio	092
Todd	110	Trigg	111
Union	113	Webster	117

REGION 3
United Healthcare
CARRIER CODE - 32

	County		**County**
Breckinridge	014	Bullitt	015
Carroll	021	Grayson	043
Hardin	047	Henry	052
Jefferson	056	Larue	062
Marion	078	Meade	082
Nelson	090	Oldham	093
Shelby	106	Spencer	108
Trimble	112	Washington	115

REGION 4
Bluegrass Family Health
CARRIER CODE - 49

	County		**County**
Adair	001	Allen	002
Barren	005	Butler	016
Casey	023	Clinton	027
Cumberland	029	Edmonson	031
Green	044	Hart	050
Logan	071	McCreary	074
Metcalfe	085	Monroe	086
Pulaski	100	Russell	104
Simpson	107	Taylor	109
Warren	114	Wayne	116

REGION 5
Bluegrass Family Health
CARRIER CODE - 59

	County		**County**
Anderson	003	Bourbon	009
Boyle	011	Clark	025
Estill	033	Fayette	034
Franklin	037	Garrard	040
Harrison	049	Jackson	055
Jessamine	057	Lincoln	069
Madison	076	Mercer	084
Montgomery	087	Nicholas	091
Owen	094	Powell	099
Rockcastle	102	Scott	105
Woodford	120		

REGION 6
United Healthcare
CARRIER CODE - 62

	County		**County**
Boone	008	Campbell	019
Gallatin	039	Grant	041
Kenton	059	Pendleton	096

REGION 7
CHA Health
CARRIER CODE - 70

	County		**County**
Bath	006	Boyd	010
Bracken	012	Carter	022
Elliott	032	Fleming	035
Greenup	045	Lawrence	064
Lewis	068	Mason	081
Menifee	083	Morgan	088
Robertson	101	Rowan	103

REGION 8
CHA Health
CARRIER CODE - 80

	County		**County**
Bell	007	Breathitt	013
Clay	026	Floyd	036
Harlan	048	Johnson	058
Knott	060	Knox	061
Laurel	063	Lee	065
Leslie	066	Letcher	067
Magoffin	077	Martin	080
Owsley	095	Perry	097
Pike	098	Whitley	118
Wolfe	119		

Coverage:

Code	Short Description	Long Description
1	SINGLE	SINGLE
2	COUPLE	COUPLE
4	PARENT PLU	PARENT PLUS
5	FAMILY	FAMILY

Plan Type:

Code	Short Description	Long Description
3	PPO	PPO

Level:

Code	Short Description	Long Description
E	ESSENTIAL	ESSENTIAL NON-SMOKING
F	ESSENTIAL	ESSENTIAL SMOKING
G	ESSENTIAL	ESSENTIAL FAMILY CROSS-REFERENCE NON-SMOKING
H	ESSENTIAL	ESSENTIAL FAMILY CROSS-REFERENCE SMOKING
P	ENHANCED	ENHANCED NON-SMOKING
Q	ENHANCED	ENHANCED SMOKING
R	ENHANCED	ENHANCED FAMILY CROSS-REFERENCE NON-SMOKING
S	ENHANCED	ENHANCED FAMILY CROSS-REFERENCE SMOKING
X	PREMIER	PREMIER NON-SMOKING
Y	PREMIER	PREMIER SMOKING
Z	PREMIER	PREMIER FAMILY CROSS-REFERENCE NON-SMOKING
A	PREMIER	PREMIER FAMILY CROSS-REFERENCE SMOKING

APPENDIX B: Report Samples

Health Insurance Enrollment Maintenance (By Location) Report Sample

```
  xx/xx/xxxx                                       YOUR DISTRICT                                                         PAGE 1
  xx:xx:xx                                   HEALTH INSURANCE ENROLLMENT MAINTENANCE                                     prhltins

                                                  HOME PLAN                      EFFECTIVE MONTHLY   STATE     EMPR PER CHK    FLEX
EMP #  NAME                      SSN         LOC  CNTY CNTY CARR PLAN COVR LEVL       DATE    PREM    CONT     CONT  AMOUNT  AMOUNT
------ ------------------------- ----------- ---- ---- ---- ---- ---- ---- ---- ---------- ------- -------  ------- -------  ------
     1 BOSSE, IMA                111-11-4875 001  001  001  09   2    5    B    01/01/2000  567.16  428.00     0.00   69.58    0.00
     4 BROWNBURY, PAUL           111-11-4242 001  001  001  10   1    2    A    01/01/2000  521.10  214.00     0.00  307.10    0.00
     6 CARTRIGHT, ANGELA         111-11-2323 001  001  001  10   2    1    A    01/01/2000  247.76  214.00     0.00   33.76    0.00
     8 CARTWRIGHT, JOE           111-11-2222 001  001  001  10   1    2    B    01/01/2000  465.14  214.00     0.00  251.14    0.00
     9 CASH, JOHN E              111-11-4994 001  001                                          0.00  214.00     0.00    0.00    0.00
    16 CLARK, GENEVEVE           111-11-4723 001  001  001  09   2    2    A    01/01/2000  547.16  428.00     0.00   59.57    0.00
    18 LAWSON, SHARON            111-11-8181 001  001  001  09   2    1    A    01/01/2000  243.18  214.00     0.00   29.18    0.00
    19 NICHOLS, PENNY            111-11-8432 001  001  001  10   1    5    A    01/01/2000  579.00  214.00     0.00  365.00    0.00
    20 SAMPLER, SONIA            111-11-0202 001  001  001  09   2    5    B    01/01/2000  567.16  214.00     0.00  353.16    0.00
    24 SANCHEZ, PAUL             111-11-8752 001  001                                          0.00  214.00     0.00    0.00  214.00
    27 BUMSTEAD, DAGWOOD         111-11-4241 220  001  001  10   2    1    A    01/01/2000  247.76  214.00     0.00   33.76    0.00
    30 BUSCH, ANNE H             111-11-0303 220  001  001  10   2    1    B    01/01/2000  221.14  214.00     0.00    7.14    0.00
    31 CONTENTO, MARJORIE        111-11-1212 220  001  001  10   1    2    A    01/01/2000  521.10  214.00     0.00  307.10    0.00
    33 COOK, EMILY               111-11-4879 220  001                                          0.00  214.00     0.00    0.00    0.00
    35 DAVIS, ALLEN              111-11-5252 220  001                                          0.00  214.00     0.00    0.00  214.00
    38 MALLORY, MILDRED          111-11-4040 220  001  001  09   1    4    A    01/01/2000  340.38  214.00     0.00  126.38    0.00
    42 PAULE, MEL T              111-11-2121 220  001                                          0.00  214.00     0.00    0.00    0.00
    43 POPPINS, MARY             111-11-4870 220  001  001  09   2    2    B    01/01/2000  510.44  214.00     0.00  296.44    0.00
    45 DRIVER, MINNIE            111-11-4871 901  001  001  09   1    5    B    01/01/2000  529.32  214.00     0.00  315.32    0.00
    51 FORD, HENRY               111-11-8292 901  001  001  09   2    2    B    01/01/2000  510.44  214.00     0.00  296.44    0.00

                                      ** END OF REPORT **
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Employee Advice of Coverage Report Sample

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  09/04/1998                   YOUR DISTRICT                                      PAGE 1
  11:58:11                    ADVICE OF COVERAGE                                  prhltins

    EMPLOYEE:

                     Emp #        1
                      Name   BOSSE, IMA
                       SSN   111-11-4875
               Home County   001  ADAIR COUNTY
    COVERAGE:
               Plan County   001   ADAIR COUNTY

                   Carrier   09    BLUGRASS
                      Plan   2     POS
                  Coverage   5     FAMILY
                     Level   B     PLAN B
                 Effective   01/01/2000

            Months Covered   12
          Deduction Cycles   12
          Cycles Per Month   1
                   Pre-Tax   Y

           Monthly Premium   567.16
        State Contribution   428.00
     Employer Contribution     0.00
          Per Check Amount    69.58
          Per Check Escrow     0.00

CROSS REFERENCE:
                       SSN    123-45-6789
                      Name    HEISA BOSSE
                    County    001   PLAN B
SIGNATURE:
          _________________________________________________________
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